



VETRO Process Procedure

Procedure Title: VETRO Process Procedure

Procedure Number: F1SE-PROC-002

Version: 2.0

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Next Review Date: June 2026

Approved By: Education Services Manager

Purpose

To ensure all school students undergo a compliant VETRO (VET Readiness Orientation) process before enrolment, as required by the South Australian Skills Commission.

Scope

This procedure applies to all school-based enrolments into funded courses at Flight One – School of Engineering.

Procedure Overview

1. Referral and Initial Contact

- **Receive VETRO referral** via the Skills SA portal from the student's school.
- Confirm eligibility and schedule an initial contact, including "Come & Try Day" or discussion with the school's VET coordinator.

2. VETRO Assessment Activities

Students must complete the following:

- Section A – Student Self-Reflection
- Section B – VET Practitioner Assessment
- Section C – School/Parent Support Input

Assessment is based on:

- Engagement in industry immersion (e.g., "Come & Try")
- Prior work experience (if applicable)
- Attitude, aptitude, attendance, LLN indicators

3. Support Needs and Suitability

- Use student responses and observations to assess:
 - Motivation and commitment
 - Learning needs
 - Support needs (including IAP indicators)
- Collaborate with the school VET advisor, Student Support Officer, and trainers.

4. Documentation and Storage

- VETRO referral form and supporting documents are stored securely in the SMS.
- Staff access is restricted to UAN-authorised personnel only.

5. Approval and UAN Progression

- Once VETRO is complete and student suitability is confirmed:



- Proceed to UAN (Unique Student Identifier and Assessment Needs) data entry.
- Notify school of outcome.
- Do not open a training account until VETRO is fully completed.

Roles and Responsibilities

Role	Responsibility
Trainer/Assessor	Conducts Come & Try and completes Section B
Student Support Officer	Identifies support needs, liaises with school
Head of School / Deputy	Approves readiness, oversees compliance, receives referrals, schedule contacts

Monitoring and Review

This procedure will be reviewed annually or following updates to the VETRO UAN Guidelines or other regulatory changes.